

Safety and Risk Management Committee Meeting Minutes January 2008

Present: Tommie Murray, Sarah Merrill, Cindy Bronson, Deb Bard, Eyvette Santamore, Steve Barden, David Mitchell, Brenda Wetmore, Patricia, Adena Weidman, David Boland

Absent: Jerry Roberts, Mike Kuhn, Anne Jerman, Terry Rowe, Tom Simpatico, Jeni Roggensack, Donna Delphia, Mike Ryan

Guest:

Agenda:

Follow up:

- Quantros update
- Mock Emergency Plan: David
- Backpack for Emergency Use: Update
- Brooks 2 Hallway Lighting: Steve
- Evacuation Plans for Unit/Patient Care Area: Each unit to review Evacuation Plan to see where it leads and be prepared to discuss
- Infection Control & Environment of Care Risk Assessment

New Items:

- 1 Treatment Mall: Safety
 - Environmental Safety
 - Staff roles and responsibility
- 2 Unit Cleanliness and Processes: Jim
- 3 Safety Audits: Group Discussion
- 4 Joint Commission Review
- 5 Paging System Tone for Emergency
- 6 Kitchen Audit

Follow up on Quantros:

Sarah announced the new name for Quantros. It's name would be ROSIE. Which stands for Report Our Serious Incidents & Events!

Safety Audits:

The safety audits were to be discussed but due to other items and the time frame this will be discussed in the next meeting. Safety audit reports: What are the higher risked Items? Do they need to be done if the audits are 100%

Backpack for Emergency Use: Update:

There are items that are not there. Try to resolve issues and come back next month with results. Invite Nursing Leadership for next meeting.

Evacuation Plan:

Do the units have a plan and do they know what to do. Steve talked about alternative routes but not sure where they would go. Brenda will take care of her unit. Nursing Leadership needs to tie into the plan. What is the safest place/options for patient's and Staff.

Next steps:

Each unit to review Evacuation Plan to see where it leads. Want to assure we have 1 plan that is not weather / season dependent. Report back next month.

Safety Officers to monitor snow removal process after storm and reevaluate.

Paging System Tone for Emergency:

Adena will check into this and see if there is a way to set up the tone to be different for emergencies.

Brooks 2 Hallway Lighting

Adena is still working on this, no major lighting done due to cost

Emergency Drill Report

David discussed the last mock survey that he did and also mentioned that the that the mock surveys have been on hold and expects to have 2 drills done in February.

Treatment Mall Safety

Infection Control

Tommie introduced the assessment and asked the committee for any feedback.

Unit Cleanliness:

Jin was not present at the meeting to give us any updates. Deb Bard talked about the units garbage containers and how they should all be the same. She mentioned that the kitchen was the worse.

New Safety Manual:

A smaller version for the units is being put together by Patricia who has been working on it. Tommie, Patricia and Adena to meet and go through the manual. .

Kitchen Audits:

Training on Environmental Safety:

Tommie will set up one hour training meeting with the safety officers and managers on the environmental safety

New Agenda next meeting:

Next Meeting: February 26th, 1:00 in the VSH Conference Room